



## Current FACts

FAC News to Use

November 21, 2013

### Office of Procurement Services Wins Award

FAC's Office of Procurement Services (OPS) received the 2013 Agency of the Year award at the annual Kentucky Public Procurement Association forum held in Covington, KY, Nov. 6 – 8.

The annual award recognizes a state or local agency that has demonstrated major accomplishments during the past year including creative procurement strategies and money saving procedures. OPS created over 600 contracts and approved more than 5,000 procurement documents for state agencies during FY2013.



**Front row, L-R:** Sheila Durham, Debbie Mathews, Shelby Luby, Joan Graham;  
**Back row, L-R:** Jenifer Taylor, Stephanie Williams, Susan Noland, Kathy Robinson, Tracy Gritton, Mike Gustafson, Jody Hall, Richard Mize, Daniel Salvato and Don Speer; Not Pictured: Dave Thompson and Don Robinson

OPS has a total of 16 staff, eight of which are nationally certified by the Universal Public Procurement Certification Council. Six have a dual certification holding a Certified Professional Public Buyer (CPPB) and a Certified Public Procurement Officer (CPPO) certification.

OPS is the central procurement agency for the Executive Branch and is responsible for purchasing all commodities and non-professional services for state agencies in excess of their small purchase authority. OPS ensures compliance with KRS 45A – the Model Procurement Code and provides administrative oversight for personal service contracts and memoranda of agreement.

## Online Orientation **MANDATORY** for All Employees Under Performance Evaluation System

Submitted by Honor Barker, Director, Human Resources, FAC

In efforts to educate state employees on performance evaluations, a new online training course offers an overview of the performance evaluation system and process for new employees as well as a refresher for employees with previous experience with the program.

All employees subject to evaluation, regardless of current eligibility for participation, are required to complete the online training during calendar year 2013. Employees should be able to complete the course in less than one hour and the deadline for completion is December 30, 2013.

Upon completion of the course, employees must submit an Employee Acknowledgement Form to their supervisor. To assist in compliance verification, employees need to print their name along with their signature. Instructions for accessing the form are located at the end of the course.

[Click here](#) to access the course (it may take a few moments to load).

For a printable version of the course, [click here](#). Also, you may wish to read the [employee handbook](#), which is available online as well.

Supervisors -- please allow employees time to complete the course prior to year-end. Then sign and forward all Employee Acknowledgement Forms to:

Jackie Flynt  
 Finance and Administration Cabinet  
 Office of Administrative Services  
 Division of Human Resources  
 702 Capitol Avenue, Room 188  
 Frankfort, KY 40601

If you have difficulty accessing the course, please contact your agency information technology staff. For questions regarding the Performance Management Program, contact your agency evaluation liaison, Jackie Flynt at [Jackie.Flynt@ky.gov](mailto:Jackie.Flynt@ky.gov) or (502)564-8109 or the human resources generalist assigned to your agency.

Employees hired in 2014 and beyond are required to complete the online orientation prior to January 1 of the employee's initial performance evaluation period, as outlined in 101 KAR 2:180.

## Natalie Holloman Promoted to Assistant Director, Real Properties



Natalie Holloman started with the Div. of Real Properties in 2005 as a property management program analyst. In 2006, she became state properties branch manager, and on Nov. 16, she was promoted to assistant director. Prior to joining state government, Holloman worked in the real estate sector. She has worked with various agencies on many exciting property acquisitions for the Commonwealth such as the Burlington Readiness Center, Dawkins Line Rail Trail, Big Rivers WMA and State Forest. Holloman assisted with the Smart Government Initiative by facilitating surplus actions for various parking garages across the state as well as other properties.

"I look forward to continuing to provide service to the Division of Real Properties, the Finance and Administration Cabinet, Commonwealth agencies, and the public," said Holloman.

Holloman obtained her bachelors in business from Western Kentucky University. She resides in Lawrenceburg with her family.

## Is Your High Schooler an Artist?

*Eco Art program to recognize high school artists*

In its fifth year, the Ky Department for Environmental Protection (DEP) is soliciting nominations for the 2013–14 Eco-Art Contest. The contest provides an opportunity for students to gain statewide recognition for their artwork as it relates to Kentucky's environment. Used as a tool for environmental education, art supports DEP's mission to protect Kentucky's environment.



Multiple awards will be presented to eligible Kentucky high school students who create art using the contest themes or categories of conservation, pollution prevention and environmental protection. Students may submit artwork using the media types of drawing/painting/print, mixed media, sculpture and photographs, with one winner for each submitted art type within each category.

"The Eco-Art Contest is an opportunity for students to explore their thoughts, feelings and ideas about the environment around them. For the artist, the creative process can foster understanding and connection to our natural world, and we hope that the pieces they produce can help inspire and educate others about Kentucky's environment," said R. Bruce Scott, DEP commissioner.

Artwork from previous years' contest winners is displayed in the DEP Training Center in Frankfort, where it has been viewed by hundreds of visitors.

Contest nominations are being accepted until close of business Feb. 28, 2014. All nominations must be sent via email only to [en-vhelp@ky.gov](mailto:en-vhelp@ky.gov). A digital picture of each artwork nomination must accompany each form submitted. Eligible students include all students enrolled in Kentucky public and private high schools for the 2013–14 academic year. Winners will be notified in March, and winning entries will be displayed in the DEP Training Center at 300 Fair Oaks Lane.

For more information about the Eco-Art Contest and to access a nomination form, visit <http://dca.ky.gov/LGGS/Pages/ecoart.aspx> or call the Division of Compliance Assistance toll-free at 800-926-8111.



Governor Steve Beshear  
and  
First Lady Jane Beshear  
invite you to join them on

Wednesday, December 4, 2013  
2:00-4:00 p.m.

The Governor's Mansion  
704 Capitol Avenue

*Guests are encouraged to bring a non-perishable food item to benefit those in need.*

*Guests will have the opportunity to send Christmas greetings to active and deployed service men and women through the **Holiday Mail for Heroes** program, sponsored by the Franklin County Chapter of the American Red Cross.*

## CORRECTION: Special Elections Set for Dec. 10 in FOUR Counties

A Special Election will be held in **all** precincts in [Union](#) and **part** of [Daviess](#) and [Henderson](#) Counties to fill the vacancy in the Seventh Legislative District. A Special Election will be held in **part** of [Fayette County, Kentucky](#) on fill the vacancy in the Thirteenth Senatorial District.

Eligibility for voting within these elections is based upon the district boundaries enacted by the General Assembly in HB1, 2013 First Extraordinary Session. Click on the embedded links above for more information and eligibility requirements.